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ANNEX VIII

- a. Revision of CSI 210-4 by [REDACTED] should include the following: 25X1A8a

Chapter III, Paragraph 4c, dated 23 January 1953 (Distribution Indicators), all Reports Control Memorandums, and other forms of policy guidance relating to distribution policy, and Unit Symbols and Copy Indicators to be used in distribution ladders of CS Information Report multilith masters, should be consolidated and simplified so that there is provided a single explicit instruction on the proper use of Unit Symbols and Copy Indicators.

Agreement should be obtained between [REDACTED] DD/P Report Officers, and Plant No. 2, PSD/LO personnel concerned, in working out standardization of Unit Symbols abbreviating all elements of the Clandestine Services (Headquarters and Field) which will appear as internal distribution addressees in the internal distribution ladders. The two CS publications (Limited Distribution) which provide such symbols to the CS organization should be either used or referred to in accomplishing this. 25X1A8a

The use of "x" as a Copy Indicator should be discontinued. Instead, appropriate numerals should be used exclusively to indicate the exact number of copies to be distributed to the addressees in both distribution ladders of multilith masters as is presently done in the CS/CI series.

An Ordinary Distribution Copy Indicator Chart of the type proposed (Annex I, Tab D), showing the standard external, automatic internal, and exceptional copy distribution made for each category of CS Information Reports should be provided by [REDACTED] to all Headquarters Reports Officers. This would permit easy and accurate marking of Copy Indicators into the distribution ladders of masters by DD/P Reports personnel, and would facilitate rapid computation of the number of copies to be printed in Plant No. 2/PSD/LO. 25X1A8a

(These improvements should establish a simplified and more easily understood common language of Distribution Indicators between DD/P Reports Officers and the Plant No. 2 (DD/S) personnel responsible for computation of copies and distribution of reports. To obtain compliance from divisions, masters containing symbols deviating from those approved by Reports Control should be returned by Plant 2 for correction before printing.)

- b. The Assistant Supervisor of Plant No. 2 PSD/LO should be responsible for totalling the number of copies to be printed of CS Information Report masters.

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- c. Closer coordination between the Chief, [REDACTED] and the supervisor of Plant No. 2 Printing Services Division (LO) should bring about a consultation at least one day each week (for the purpose of comparing the backlog position of CS Reports in Plant No. 2 with the backlog in Reports Offices so as to enable Plant No. 2 to anticipate staffing requirements for the next week).
- d. Considering the increases in the average monthly workload of routine type CS Information Reports since 1953, it would appear that consideration should be given to adding a maximum of two additional personnel in Plant No. 2/PSD/OL, if possible, within the present ceiling. (PSD is currently studying the personnel situation in Plant No. 2 with a view to determining whether an increase is necessary in order to keep CS report production current)
- e. An auxiliary or substitute courier should be provided by DD/P to supplement the regular courier whenever necessary and on the days when the regularly assigned courier is absent from duty.

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